

Section III: Preliminary Plan

III.A. General

Prior to the submission of a Preliminary Plan, a developer is encouraged to discuss his intentions with the Board. A Preliminary Plan of a subdivision may be submitted by the subdivider for discussion and approval by the Board. The submission of such a Preliminary Plan will enable the subdivider, the Board, other municipal agencies, and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared.

A Preliminary Subdivision Plan shall be filed for all non-residential subdivisions within the Town. For all Preliminary Plans filed, The Board shall have forty five (45) days in which to review and act on the plan. It is strongly recommended that a Preliminary Plan be filed in every case, especially where the developer intends to submit a series of Definitive Plans (including, in part, similar actions before the Zoning Board of Appeals) for approval over a relatively extended time span or where the developer intends to develop only part of the total contiguous parcel. In this case, the Preliminary Plan shall show the future intended use or alternate uses for that part of the parcel not to be developed at the present. In both cases, the Preliminary Plan will show proposed divisions, uses, etc. of the entire continuous parcel.

Prior to submission of the Preliminary Plan to the Planning Board and the Board of Health for approval, the subdivider should discuss the Plan with the Town Manager, Town Engineer, Planning Director, Conservation Commission, Superintendent of Public Works, and Board of Health to obtain their recommendations. These recommendations may be incorporated in the Preliminary Plan with any changes and additions suggested by the Board.

III.B. Filing Procedure

A Preliminary Plan shall be filed, using Form B with written notice thereof to the Town Clerk by delivery or registered mail; such notices shall identify the tract, the date of submission, and the name and address of the owner.

The applicant shall also file a copy of Form B, the original drawing(s) or suitable reproductions and eight (8) contact prints with the Planning Board. The Planning Department or Secretary of the Board shall distribute one copy to each of the following agencies: Department of Inspection Services, Fire

Department, Superintendent of Public Works, the Town Engineer, and Conservation Commission. Copies may also be distributed to other appropriate Town departments and boards.

The applicant shall also file one set of contact prints with the Board of Health and obtain a receipt therefore (Use Form K).

One (1) print of the proposed subdivision shall have the significant features illustrated according to the following color scheme:

Roads – dark gray;
Streams and Waterbodies – blue;
Open Space and Recreation Areas - green;
Pedestrian and Bicycle Paths – brown;
Subdivision Boundaries – black.

The applicant shall also file a Request for Certified List of Abutters, using the designated Town form, with the Board of Assessors. The Planning Department shall send notice of the date, time and location of the Planning Board meeting at least seven days prior to the meeting to all names listed on the Certified List of Abutters.

III.C. Contents

The Preliminary Plan may be drawn on paper with pencil, at a scale of one inch equals forty feet (1"=40') for subdivisions of less than fifty (50) lots, and either one inch equals one hundred feet (1"=100') or one inch equals two hundred feet (1"=200') to be selected in consultation with the Town Planner, for subdivisions of more than fifty (50) lots. The plan shall show:

1. The subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";
2. The names of the record owner and the applicant and the name of the designer or supervisor;
3. The names of all abutters, as determined from the most recent local tax list;
4. The existing and proposed lines of streets, ways, easements, and any public areas within the subdivision in a general manner;
5. The proposed system of drainage, including adjacent existing natural waterways, in a general manner;
6. The proposed sanitary sewer system and water distribution system, in a general manner;

7. The approximate boundary lines of proposed lots, with approximate areas and dimensions;
8. The names, approximate location and widths of adjacent streets;
9. The topography of the land in a general manner;
10. An index plan at a scale of one inch equals 200 feet (1"=200') (when multiple sheets are used);
11. A key plan at a scale of one inch equals 1000 (1"=1000') on all preliminary plans;
12. Zoning districts of all areas shown on the plan;
13. The applicant is urged to prepare acetate overlays and a Development Impact Statement with the Preliminary Plan in order to expedite Planning Board review.

III.D. Approval

The Preliminary Plan, when submitted, will be studied to determine whether it is in compliance with the design standards of these Regulations. Within forty-five (45) days after submission, the Board shall approve, disapprove, or approve with modification the Preliminary Plan, noting thereon any changes that should be made, and shall notify the Town Clerk of their actions thereon. One copy of the plan shall be returned to the subdivider and the others retained by the Board. Approval of the Preliminary Plan does not constitute approval of the subdivision but does facilitate the procedure in securing approval of the Definitive Plan.